



UNITED STATES MARINE CORPS
TRAINING AND EDUCATION COMMAND
1019 ELLIOT ROAD
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO

1533
C 46JR
31 Aug 17

MCJROTC POLICY LETTER 1-17

From: Director, Marine Corps Junior Reserve Officers' Training Corps
To: Distribution

Subj: ANNUAL UNIT/CADET ACTIVITY REPORT

Ref: (a) MCO P1533.6E
(b) Letter of Instruction for Unit Cadet Activity Report

1. Effective immediately and in accordance with reference (a), this policy letter establishes new processes and procedures for the Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) and Marine Corps National Defense Cadet Corps (MCNDCC) Units to submit an annual report of Unit and Cadet Activities.
2. Beginning this School Year 2017-2018 it is mandatory for all MCJROTC and MCNDCC Units to submit an annual Unit/Cadet Activity Report per reference (b). Unit/Cadet Activity Reports are due to the Compliance and Training Branch no later than **30 June** of each school year.
3. Unit/Cadet Activity Reports will be used to provide information to Higher Headquarters on MCJROTC and MCNDCC activities and accomplishments. This report will also be used to determine the Marine Corps Reserve Association Award (MCRA) selectee and the top 20% of Units in each region to be designated as Naval Honor Schools (NHS).
4. The point of contact for this Policy Letter is MCJROTC Compliance and Training Branch Manager, Mr. Mark Stroman (254) 644-5606 or mark.stroman@gmail.com.


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